



CITY OF HOUSTON

Job Posting

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*Applications accepted from:* ALL PERSONS INTERESTED  
  
*Job Classification* LIBRARY CHIEF  
*Posting Number* PN# 110051  
*Department* Library  
*Division* Public Services  
*Section* Neighborhood Libraries  
*Reporting Location* 500 McKinney  
*Workdays & Hours* M-F 8:30-5:30\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages the operations of the Neighborhood Libraries Division, with direct supervisory responsibility for the managers of the six clusters, each composed of six neighborhood libraries. Analyzes neighborhood library services and needs, develops goals and measurements, and recommends new and improved policies, procedures, practices, equipment, and staffing. Coordinates with the Planning Division of the Library to ensure that facility layouts in new and existing neighborhood libraries are appropriate for assigned operations and are efficient, as well as to evaluate potential new equipment or facility modifications and to recommend actions. Identifies emerging technologies for delivery of neighborhood library services and incorporates them into short term and long term plans for neighborhood libraries. Provides estimates and forecasts of neighborhood library operations to assist in long-range planning and analyzes neighborhood library statistics, historical records, and other applicable information. Visits neighborhood libraries on a regular basis and provides direction and advice as needed. Confers with Outreach Services and Technical Services (Materials Selection) on the development of neighborhood library collections. Reviews customer complaints, inquiries and other communications, deciding on appropriate actions, and informing customers as appropriate. Prepares and submits regular and special reports on neighborhood library operations. Develops and administers the division budget. Manages division personnel including selection, training, and supervision of unit managers and administrative personnel. Represents the Library in the community and the profession. Coordinates closely with the other Public Services Divisions (Outreach Services, Central Library/Special Collections and Technical Services) to provide effective public service. Reports to the Deputy Director for Public Services.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Position requires stooping, bending and lifting library materials up to 20 pounds. Extensive travel may be required on an ongoing basis. May require evenings and/or weekends.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's degree in Library Science from an ALA accredited program.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Five years of experience as a librarian are required, including three with management responsibility.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Strong management skills; active in professional organizations; current knowledge of technology in libraries. Strong oral and written communication skills; ability to perform as a team leader or member of a team. Experience in managing branch libraries. Spanish language skills preferred. Skill in public speaking and conducting presentations.

15 **SELECTION/SKILLS TESTS REQUIRED**

None  
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 29**  
\$2321 – 3193 Biweekly \$60,346 – 83,018 Annually

18 **OPENING DATE**

April 19, 2006 (Position available July 1, 2006)

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667 . All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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